

**FOOD FOR PEACE  
INFORMATION BULLETIN (FFPIB)**

**October 22, 2008**

**FFPIB 09-01**

**MEMORANDUM FOR ALL FOOD FOR PEACE OFFICERS**

TO: USAID/W and Overseas Distribution Lists; FFP Cooperating Sponsors

FROM: DCHA/FFP, Jeff Borns, Director 

**SUBJECT: Revised Financial Reporting Requirements for Food for Peace (FFP)  
Cooperative Agreements (replaces FFPIB 08-02)**

**I. Purpose**

The purpose of this FFPIB is to amend the newly established requirements for financial reporting in P.L. 480 Title II food assistance cooperative agreements found in FFPIB 08-02 in order to clarify the quarterly reporting process for both single-year assistance programs (SYAPs) and multi-year assistance programs (MYAPs).

**II. Summary**

Title II Cooperating Sponsors (CSs) currently submit Office of Management and Budget (OMB) Standard Forms (SF) 269 and 272 to the FFP Cognizant Technical Officer (CTO), the U.S. Department of Health and Human Services (DHS) and USAID's Office of Financial Management (CFO) on a quarterly basis for Section 202(e) and Internal Transport, Storage and Handling (ITSH) funds in accordance with 22 CFR 226.52. This requirement is outlined in the cooperative agreement standard provisions and in accordance with USAID Regulation 11, subpart 211.10(b).

OMB has consolidated and replaced four existing financial reporting forms (SF- 269, SF-269A, SF-272, and SF-272A) with a single Federal Financial Report (FFR) (SF-425). OMB established the FFR to give recipients of grants and cooperative agreements a standard format for reporting the financial status of their grants and cooperative agreements (hereby referred to collectively as "awards"). For FFP, this will include both SYAPs and MYAPs. The FFR was developed as part of the implementation of the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107). Copies of the FFR may be obtained through this link [http://www.whitehouse.gov/omb/grants/standard\\_forms/ffr.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf) or by going to OMB's main web page at <http://www.OMB.gov> and clicking on the links "Grants

Management,” then “Forms.” Additional information on the FFR may be found at [http://www.whitehouse.gov/omb/grants/grants\\_standard\\_report\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_standard_report_forms.html) .

The FFR provides a standard format from which Agencies can determine data elements that CSs must complete to report on the cash management and financial status of their award(s). Consistent with Government-wide award streamlining objectives, the FFR will result in the use of standard reporting period end dates and due dates for the submission of cash management and financial information.

### **III. Title II Awards**

In terms of Title II awards, to date, reporting on the receipt and disbursement of monetized proceeds (part of the Federal Share), has only been required of CSs on an annual basis, i.e., three months after the close of the fiscal year, while program income was to be reported quarterly. This process has resulted in difficulties in ensuring adequate levels of resources over the Life of Activity.

The frequency and timing of this reporting requirement have proven to be insufficient for improved planning and management of resources. There is a need for better reporting on monetized proceeds and program income to improve the formulation of resource requests and obligations management. This revised process will lead to timely, consistent and uniform resource data collection, accountability, and recordation in the appropriate financial systems for all funding sources, i.e., 202(e), ITSH, program income, cost share, and monetization proceeds.

As a result, FFP updated the financial reporting requirements for Title II awards as follows in Part IV below.

### **IV. Title II Amended Requirements**

- According to OMB, the FFR must be fully adopted by October 1, 2009, and therefore, will be applicable to all new Title II awards as well as on-going awards.
- FFP encourages Title II CSs to adopt the FFR with the **first** reporting cycle for FY09 for new and on-going awards. In order to move forward with the new requirements and ensure timely and accurate resource allocations, all resource approvals for current awards (i.e., those which will not expire in FY09) will have the FFR incorporated into award modifications.
- Note that FFP anticipates awards that end in FY09 will not adopt the new FFR in their final year.
- Separate FFRs by funding type – Section 202(e) funds, ITSH funds, and monetization proceeds<sup>1</sup> – are required to be submitted to FFP for all Title II awards no later than thirty (30) days after the end of each quarter. The FFR includes lines for ‘Recipient Share’ (i.e., cost share) and ‘Program Income’; CSs should include this information quarterly on one of the forms that they submit to FFP, but do not have to repeat the information on each FFR.

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<sup>1</sup> The submission of the FFR for monetization proceeds should reflect the total proceeds received as of the end of the quarter, i.e., the total proceeds that the CS has available to spend.

- If other sources of funding are included as part of an FFP award, CSs should submit a separate FFR for these as well. Examples include development assistance funds or PEPFAR/OGAC funds.
- As a reminder, the following reporting period end dates shall be used for quarterly financial reports: December 31, March 31, June 30 and September 30.
- PVO indirect costs must be included in the FFR in the appropriate space and should be tied to each funding source (except ITSH), as applicable.
- CSs should send the FFRs (SF-425) in 'PDF' format to both this email address [FFP.Reporting@usaid.gov](mailto:FFP.Reporting@usaid.gov) and to the country backstop officer. CSs are encouraged to use the following nomenclature for the electronic files: "FFR FYxx Qx *PVOname Country Typeoffunding*.pdf."  
Example: "FFR FY09Q1 BestCooperatingSponsorYemen ITSH.pdf"
- Other than the new form, there are no changes to the current reporting requirement to the U.S. DHS and the CFO of USAID.